

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 147

October 4, 2006

POSITION: Assignment Clerk

DEADLINE TO APPLY: October 10, 2006

CLASSIFICATION: Assignment Clerk

DEPARTMENT: Municipal Court

LOCATION: Assignment Commissioner's Office
1000 Sycamore Street, Room 117
Cincinnati, OH 45202

WORK HOURS: 70 Biweekly; 8:00 a.m. - 4:00 p.m.

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$883.97 biweekly during the 4 month probationary period
\$930.50 biweekly after the 4 month probationary period

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Any combination of training and work experience, which indicates possession of the skills, knowledge and abilities listed in the job duties. An example of an acceptable qualification for this position is: a high school diploma or its equivalent; some college education preferred, and one to two years experience in office operations or criminal justice.

Listed below is a brief summary of the JOB DUTIES:

Performs trial scheduling tasks for particular Judges for cases referred to the Assignment Commissioner's Office. Timely assigns misdemeanor cases for trial. Performs computerized data entry for each case setting on the Judge's calendars. Prepares a continuing record of all case settings. Accepts and sets all pre-trial and post conviction motions, jury demands and time waivers. Performs all checking procedures designed by the Assignment Commissioner's to reduce error. Answers telephone inquiries concerning court dates and basic scheduling procedures. Assists Magistrates in traffic court. Assists the general public with court procedures, answering inquiries about court dates, motion filings, etc. Performs queries in RCIC/CMS for accurate retrieval of court data.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

No Phone Calls Please

Hamilton County Municipal Court
Attention: Andrew Gillen
1000 Main Street, Room 205
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-5202

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.